

FORE SCHOOL OF MANAGEMENT

New Delhi Campus: Adhitam Kendra, B-18, Qutub Institutional Area, New Delhi – 110016
Gurugram Off-Campus: Plot No. 47, Sector-32, Gurugram, Haryana-122001

RECRUITMENT NOTICE FOR NON-TEACHING POSITIONS

Applications are invited from qualified, dynamic, and result oriented professionals for the following positions at FSM New Delhi and Gurugram Campuses:

Office	Position Name	Vacancies
Academics Office (New Delhi)	Executive/Senior Executive	1
Academics Office (Gurugram)	Executive (Student Affairs, Executive Program and Examinations)	3
	System Administrator (BDA)	1
	Software Developer (BDA)	1
	Technical Assistant (BDA)	1
Administration Office	Electrical Engineer	1
	Hostel Warden – Male & Female (Both campuses)	2
	Front Office Executive	1
Placements Office	Regional Manager – Placements (Mumbai/Bengaluru)	2
	Manager (Placements)	2
	Senior Executive (Placements)	2
Admissions Office	Counsellor / Telecallers	2
Computer Center	Technical Assistant	2
	Senior Software Engineer	1
Academic Services Office	Jr. Executive (Establishment & Approvals)	2
	Jr. Executive (Director's Office)	1
	Executive (Approvals & Rankings)	1
IQAC Office	Senior Manager (Accreditation)	1
	Senior Executive (Accreditation)	1
Library	Deputy Librarian	1
	Senior Library Assistant	1
Executive Education	Head Business Development	1
Total		31

Why join FSM:

- Compensation and benefits are more than that offered under 7th CPC regime.
- Institute-supported Staff Development Programmes in India and Abroad.
- Certified as a Great Place to Work.

Candidates may submit their detailed credentials on <https://www.fsm.ac.in/staff-positions>

Please do not send CVs / Resume through email. Only the duly filled application forms through online portal shall be considered. The shortlisted candidates will be required to appear in person. No exception will be permitted.

Last date of application is April 30, 2026.

The Institute solely reserves the right not to fill any advertised position without assigning any reason.

S. No.	Position	Job Description	Qualification and Experience
1	Executive/Senior Executive - Academics Office (New Delhi)	<p>Academic Office related activities:</p> <ul style="list-style-type: none"> • Preparation and execution of Academic Calendar. • Coordination with faculty members, Planning, Preparing, Verifying and Managing the Time Table. • Rescheduling of the sessions as and when required and maintaining record for the same. • Preparing platforms for online sessions (MS Teams) as and when required. • Managing E-Campus Software. • Handling queries of students, parents, and faculty members. • Faculty Feedback and preparation of Grade Drop List. • Testing and Implementation of Elective Choice System (second year). • Implementation of Mentoring Programme (second year). • Collection of SIP reports and facilitating SIP Presentations (first year). • Editing/formatting of the Course Outlines for all courses. • Sharing the case requisitions and textbooks details for all the core and elective courses with the Library for procurement. • Collecting and verifying Medical Leave Application Forms from the students, getting it examined by the FSM Doctor and informing status to students over email. • Verifying the Guest and Visiting faculty approval forms in E-Campus Platform and making the corrections wherever needed. • Preparation of IOM's regarding release of honorarium to Guest and Visiting faculty. • Coordination with the faculty members, students, and various offices. • Preparation of Faculty Credits details as per the PPAD guidelines. • Preparation and maintenance of all the Academic Office related records in hard/soft copy. • Preparing and providing data for Accreditation and Ranking Process (NBA, AIU, AICTE, NIRF, AACSB, IQAC, etc.), Board Meetings, Faculty Council Meetings, Academics Committee Meetings, and other Internal Meetings. • Coordinating various meetings and preparing MOMs. 	<ul style="list-style-type: none"> • Educational Qualification: Post Graduate (Preferably MBA) • Experience: Minimum 2-3 years in Academics

- Updating the Student Handbook, Faculty Handbook, SOPs, and Annual Report.
- Follow ups for the instalment fees and late fees fine of students.
- Induction Ceremony (1st year).
- Verification of documents (1st year).
- Orientation Programme (1st year).
- Industrial/ Rural/ Port Visits.
- International Immersion Programme (IIP)/ Student Exchange Programme (SEP).
- Scholarship.
- Convocation Ceremony.
- Security Refund.
- Updation of content in the website.

Students' Affairs related activities:

- Facilitating selection of Coordinator and Co-coordinator of the Student Council Committees/ COEs/ SIG's.
- Coordination with all the Coordinator and Co-coordinator of the Student Council Committees/ COEs/ SIG's for various seminars and events.
- Planning and execution of Budget.
- Maintaining records of seminar points of students.
- Preparation of IOM's regarding release of honorarium and bills.
- Coordination with the faculty members, students, and various offices.
- Preparation of Faculty Credits details as per the PPAD guidelines.
- Preparation and maintenance of Office related records in hard/soft copy.
- Preparing and providing data for Accreditation and Ranking Process (NBA, AIU, AICTE, NIRF, AACSB, IQAC, etc.), Board Meetings, Faculty Council Meetings, Academics Committee Meetings, and other Internal Meetings.
- Coordinating various meetings and preparing MOMs.
- Maintaining store and equipment inventories.
- Updation of content in the website.

		<p>Examination & Results related activities:</p> <ul style="list-style-type: none"> • Scheduling Examinations; preparation of date sheet and invigilation schedule. • Asking for question papers from faculty members, coordinating moderation of question papers, editing, formatting & printing of question papers. • Facilitating admit cards. • Conduction of Examination. • Distribution and collection of answer sheets to faculty members. • Compilation and publication of results. • Preparation and distribution of mark sheets to students. • Coordinating Convocation. • Facilitating education verification of students and alumni. • Issuance of Provisional, Transfer, Migration & Character Certificates and Transcripts. • Coordination with the faculty members, students, and various offices. • Preparation of Faculty Credits details as per the PPAD guidelines. • Preparation and maintenance of Office related records in hard/soft copy. • Preparing and providing data for Accreditation and Ranking Process (NBA, AIU, AICTE, NIRF, AACSB, IQAC, etc.), Board Meetings, Faculty Council Meetings, Academics Committee Meetings, and other Internal Meetings. • Coordinating various meetings and preparing MOMs. • Maintaining store and records. 	
2	<p>Executive (Student Affairs, Executive Program and Examinations) - Academics Office (Gurugram Campus)</p>	<p><u>Executive (Student Affairs):</u></p> <p>Role Overview: The Student Affairs Office Executive is responsible for supporting student-related administrative, academic, and co-curricular activities. The role involves ensuring smooth coordination between students, faculty, and various departments while maintaining high standards of student services and campus discipline.</p> <ul style="list-style-type: none"> • Proficiency in MS Office (especially Excel). • Student Support, Coordination, Maintain student records, databases, and documentation. • Handle correspondence related to student affairs and Support in preparing reports. 	<ul style="list-style-type: none"> • Graduation in any discipline. • 0–3 years of relevant experience.

- Organize and coordinate student events, workshops, cultural activities and to ensure proper logistics and arrangements for events.
- Maintain regular updates and records of student activities.

Executive (Executive Program):

Role Overview:

The Executive Programme Office Executive is responsible for managing and coordinating executive education programmes, ensuring smooth delivery, participant satisfaction, and effective liaison between faculty, participants, and administrative departments.

- Coordinate end-to-end execution of executive programmes (short-term/long-term).
- Proficiency in MS Office and email communication, prepare programme schedules in consultation with faculty and programme directors.
- Act as the primary point of contact for programme participants.
- Liaise with faculty regarding session schedules, teaching materials, requirements, maintain attendance records, and programme documentation.
- Maintain programme files, records, and databases.
- Support workshops, guest lectures, and industry sessions.

Executive (Examinations):

Role Overview:

The Examination Office Executive is responsible for managing and supporting all examination-related activities, ensuring smooth conduct of exams, accurate record-keeping, and compliance with institutional policies and procedures.

- Proficiency in MS Office (especially Excel)
- Assist in scheduling examinations (mid-term, end-term, re-examinations).
- Coordinate with faculty for question papers, exam formats, and evaluation timelines.
- Handle confidential documents such as question papers and answer sheets securely.
- Maintain examination records, mark sheets, and related documents.

		<ul style="list-style-type: none"> Filing and data management (both physical and digital). 	
3	System Administrator (BDA) - Gurugram Campus	<ul style="list-style-type: none"> Provide technical support for IT infrastructure, including desktops, laptops, servers, printers, and other IT equipment across the institute. Monitor and manage network infrastructure, including LAN, Wi-Fi, switches, routers, and internet connectivity to ensure smooth operations. Assist in the installation, configuration, and maintenance of servers, operating systems, and system applications. Support the configuration and monitoring of firewall, VPN, and network security systems to maintain secure network access. Perform troubleshooting of hardware, software, and network-related issues, and coordinate with vendors for repairs and maintenance. Maintain system logs, infrastructure status reports, and documentation, and assist in ensuring the smooth functioning of institutional IT services. 	<ul style="list-style-type: none"> Diploma / B.Tech / BCA / B.Sc. (IT/Computer Science/Electronics) or equivalent. 2–6 years of experience in IT infrastructure support, networking, or system administration. Experience in server management, firewall configuration, network troubleshooting, and IT infrastructure maintenance will be preferred. <p>Certifications (Preferred):</p> <ul style="list-style-type: none"> Industry certifications such as CCNA, CompTIA Network+, Microsoft Server Certification, RHCSA, or Fortinet Firewall Certification will be an added advantage. <p>Key Skills:</p> <ul style="list-style-type: none"> Networking (LAN/WAN, Wi-Fi, switches, routers) Server administration (Windows/Linux) Firewall and VPN management Hardware and system troubleshooting Knowledge of IT security and backup procedures
4	Software Developer (BDA) - Gurugram Campus	<p>Role Overview: The Software Developer (BDA) is responsible for designing, developing, and maintaining applications and systems that handle large-scale data processing and analytics. The role involves working with big data technologies, building data pipelines, and supporting data-driven decision-making.</p> <ul style="list-style-type: none"> Knowledge of AI tools and Technologies, Open Source Software, Linux Systems, Dockers & Kubernetes. Strong programming skills (Python/Java/Scala) Knowledge of Big Data tools (Hadoop, Spark, Hive) Database management (SQL/NoSQL) Understanding of data structures and algorithms 	<ul style="list-style-type: none"> B.Tech / B.E. / MCA / MSc in Computer Science, IT, or related field 0–3 years of experience in software development / data engineering (preferred)

5	Technical Assistant – New Delhi / Gurugram Campuses	<ul style="list-style-type: none"> • Provide technical support for IT infrastructure, including desktops, laptops, printers, and other IT equipment across the institute. • Monitor and manage network infrastructure, including LAN, Wi-Fi, switches, routers, and internet connectivity to ensure smooth operations. • Assist in the installation, configuration, and maintenance of desktop/ laptop, operating systems, and system applications. • Perform troubleshooting of hardware, software, and network-related issues, and coordinate with vendors for repairs and maintenance. • Maintain system logs, infrastructure status reports, and documentation, and assist in ensuring the smooth functioning of institutional IT services. • Install, configure, and support Microsoft Windows (all versions), Linux, Microsoft Office, and email platforms such as Outlook / Google Workspace. • Support for Digital Platforms and Online Activities: Providing technical support for web conferencing platforms (Microsoft Teams, Cisco WebEx, Zoom), institutional portals, and online academic/administrative activities. • Vendor Coordination and Maintenance Management: Coordinating with vendors for hardware repairs, warranty claims, spare replacements, and preventive maintenance to ensure timely resolution of infrastructure issues. 	<ul style="list-style-type: none"> • Diploma / B.Tech / BCA / B.Sc. (IT/Computer Science/Electronics) or equivalent. • 0–4 years of experience in IT infrastructure support, networking, or system administration. <p>Certifications (Preferred):</p> <ul style="list-style-type: none"> • Industry certifications such as CCNA, CompTIA Network+, Microsoft Server Certification, RHCSA, or Fortinet Firewall Certification will be an added advantage. <p>Key Skills:</p> <ul style="list-style-type: none"> • Networking (LAN/WAN, Wi-Fi, switches, routers) • Hardware and system troubleshooting. • Knowledge of IT security and backup procedures.
6	Electrical Engineer - Administration Office	<p>1. Infrastructure Maintenance</p> <ul style="list-style-type: none"> • Ensure proper maintenance of buildings, classrooms, offices, hostels, and common areas. • Monitor civil works such as repairs, painting, waterproofing, and structural safety. <p>2. Utilities Management</p> <ul style="list-style-type: none"> • Supervise electrical systems, DG sets, HVAC, water supply, plumbing, and sewage systems. • Ensure uninterrupted power, water, and other essential utilities. <p>3. Preventive Maintenance</p> <ul style="list-style-type: none"> • Prepare and implement preventive maintenance schedules for all equipment and infrastructure. • Reduce breakdowns and extend asset life. 	<ul style="list-style-type: none"> • Qualification- Electrical Engineer. • Experience – 10 years’ experience in educational institute.

		<p>4. Vendor and Contractor Management</p> <ul style="list-style-type: none"> • Coordinate with contractors for repair, renovation, and infrastructure projects. • Monitor work quality, timelines, and safety compliance. <p>5. Project Execution</p> <ul style="list-style-type: none"> • Assist in planning and executing new infrastructure projects, renovation, and expansion works. • Coordinate with architects, consultants, and vendors. • BOQ making / Invoice Verification / project coordination <p>6. Safety and Compliance</p> <ul style="list-style-type: none"> • Ensure compliance with fire safety norms, electrical safety, and statutory regulations. • Maintain records of safety inspections and certifications. <p>7. Asset and Inventory Control</p> <ul style="list-style-type: none"> • Maintain records of technical assets, equipment, and maintenance history. • Track spare parts and technical inventory. <p>8. Energy Management</p> <ul style="list-style-type: none"> • Monitor electricity and water consumption. • Implement energy-saving initiatives. <p>9. Emergency Response</p> <ul style="list-style-type: none"> • Handle emergency breakdowns such as power failure, water leakage, lift malfunction, etc. • Ensure quick response and resolution. 	
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		<p>10. Reporting</p> <ul style="list-style-type: none"> • Submit regular reports on maintenance status, infrastructure condition, and project progress to administration. 	
7	Hostel Warden (Male & Female) - Administration Office	<p>Role Overview: The Hostel Warden is responsible for the overall administration, discipline, safety, and welfare of students residing in the hostel.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Hostel Administration – Manage day-to-day hostel operations including room allotment, records, and student check-in/check-out. • Student Discipline – Ensure hostel rules and regulations are followed by all residents. • Safety & Security – Monitor security arrangements and ensure a safe environment for students. • Student Welfare – Address student concerns, complaints, and ensure their comfort and well-being. • Coordination – Coordinate with administration, security, housekeeping, and maintenance teams for smooth hostel operations. • Attendance & Monitoring – Maintain student attendance and monitor entry/exit timings. • Emergency Handling – Handle medical or other emergencies and inform management when required. • Facility Supervision – Ensure cleanliness, hygiene, and proper functioning of hostel facilities. • Reporting – Submit regular reports to the administration regarding hostel issues and activities. 	<ul style="list-style-type: none"> • Graduate with 5 years’ experience <p>Key Skills Required:</p> <ul style="list-style-type: none"> • Leadership and discipline management • Good communication and counselling skills • Problem-solving ability • Administrative and record-keeping skills
8	Front Office Executive - Administration Office	<p>Role Overview: The Front Office Executive will be responsible for managing the reception area, handling visitor interactions, and providing administrative support to ensure smooth day-to-day office operations.</p> <p>Key Responsibilities:</p>	<ul style="list-style-type: none"> • Bachelor’s degree in any discipline. • 1–3 years of relevant front office or administrative experience. • Strong communication and interpersonal skills. • Proficiency in MS Office and basic office equipment handling. • Presentable personality with a professional approach.

		<ul style="list-style-type: none"> • Manage front desk operations, including handling calls, emails, and visitor queries. • Greet and assist visitors in a professional and courteous manner. • Maintain visitor records and coordinate appointments/meetings. • Provide administrative support such as handling correspondence and documentation. • Coordinate with internal departments for smooth office functioning. 	
9	Regional Manager (Placements) (Mumbai/Bangalore) - Placements Office	<p>Role Overview: To build and scale the career services function for the assigned region from the ground up by generating corporate leads, converting them into hiring partners, and ensuring successful summer internships and final placements for students—without reliance on existing databases or legacy recruiter relationships.</p> <p>Key Responsibilities:</p> <p>1. Corporate Outreach & Lead Generation</p> <ul style="list-style-type: none"> • Develop a greenfield corporate engagement strategy for the region. • Identify, map, and prioritize target companies across sectors. • Generate leads through: <ul style="list-style-type: none"> • Cold outreach (calls, emails, LinkedIn). • Industry networks and associations. • Events, conferences, and alumni referrals. • Build a robust pipeline of recruiters from scratch. <p>2. Lead Conversion & Relationship Management</p> <p>Convert leads into active hiring partners for:</p> <ul style="list-style-type: none"> • Summer internships • Final placements • Live projects / industry engagements • Pitch institutional value proposition effectively to CXOs, HR leaders, and business heads. • Build and nurture long-term relationships with recruiters. 	<ul style="list-style-type: none"> • MBA (preferred). • 5–10 years’ experience in placements/corporate relations/business development. • Strong industry network. • Excellent negotiation and communication skills. • Leadership and stakeholder management ability.

- Ensure repeat engagement and account growth.

3. Internship & Placement Delivery

Own end-to-end execution of:

- Summer internship processes.
- Final placement cycles.
- Ensure achievement of 100% internship and placement targets.
- Quality benchmarks (roles, compensation, profiles)
- Manage job descriptions, interview scheduling, and offer closures.

4. Student Readiness & Market Alignment

Collaborate with faculty and internal teams to align student capabilities with market demand. Provide insights on:

- Industry trends
- Skill gaps
- Role expectations

5. Data Building & Market Intelligence

Create and maintain a regional recruiter database from scratch. Track:

- Lead funnel metrics (prospects → conversions).
- Sector-wise hiring trends.
- Compensation benchmarks.
- Provide periodic reports and dashboards to leadership.

Key Performance Indicators (KPIS):

- Number of new corporate relationships established.
- Lead-to-conversion ratio.
- Number and quality of internship and placement offers.
- Average compensation (CTC) and role quality.
- Student placement rate (internships + finals).
- Recruiter retention and repeat engagement.

10	Manager (Placements) - Placements Office	<p>Role Overview: To lead the end-to-end placement function, build strong corporate relationships, and ensure high-quality internships and final placements aligned with institutional goals.</p> <p>Key Responsibilities:</p> <p>1. Placement Strategy & Leadership</p> <ul style="list-style-type: none"> • Design and execute annual placement strategy (summer internships & final placements). • Set placement targets (salary benchmarks, recruiters, profiles, sectors). • Develop new recruiter acquisition strategies across industries. • Align placement efforts with institutional branding and rankings. <p>2. Corporate Relations & Business Development</p> <ul style="list-style-type: none"> • Build and maintain relationships with CXOs, HR leaders, and alumni in industry. • Identify and onboard new recruiters across domains (consulting, BFSI, FMCG, tech, startups). • Lead corporate outreach (meetings, events, conclaves, networking forums). • Represent the institution in industry forums and conferences. <p>3. Placement Operations</p> <ul style="list-style-type: none"> • Oversee the entire placement lifecycle: <ul style="list-style-type: none"> ○ Job requirement gathering. ○ Scheduling recruitment processes. ○ Offer management and closure. • Ensure smooth coordination between companies and students. • Handle pre-placement talks, assessments, and interview processes. <p>4. Student Readiness & Grooming</p> <ul style="list-style-type: none"> • Guide training teams on employability requirements. 	<ul style="list-style-type: none"> • MBA (preferred) • 5–10 years’ experience in placements/corporate relations/business development. • Strong industry network. • Excellent negotiation and communication skills. • Leadership and stakeholder management ability.

		<ul style="list-style-type: none"> • Identify skill gaps and recommend interventions (CV building, mock interviews, aptitude). • Mentor placement committees and student coordinators. <p>5. Data Management & Reporting</p> <ul style="list-style-type: none"> • Track and analyze placement metrics (CTC, roles, sectors, conversion ratios). • Prepare reports for accreditation bodies (NBA, NAAC, AACSB, etc.). • Maintain recruiter database and placement MIS. <p>6. Team Management</p> <ul style="list-style-type: none"> • Lead and supervise placement team (executives, coordinators). • Set KPIs and review performance regularly. • Train and develop team members. <p>Key Performance Indicators (KPIs):</p> <ul style="list-style-type: none"> • % students placed (internships & final). • Average and median salary. • Number of new recruiters added. • Quality of roles (profiles offered). • Recruiter retention rate. • Student satisfaction. 	
11	Senior Executive (Placements) - Placements Office	<p>Role Overview: To support placement operations, corporate coordination, and student facilitation to ensure seamless execution of placement activities.</p> <p>Key Responsibilities:</p> <p>1. Corporate Coordination</p> <ul style="list-style-type: none"> • Reach out to companies for internship and placement opportunities. • Schedule interviews, group discussions, and assessments • Coordinate with recruiters for job descriptions and hiring plans. 	<ul style="list-style-type: none"> • Graduate/Postgraduate (MBA preferred). • 2–5 years’ experience in placements/HR/recruitment/coordination roles. • Strong organizational and multitasking ability. • Good communication and interpersonal skills. • Proficiency in MS Excel, CRM tools, and data handling.

		<ul style="list-style-type: none"> • Ensure smooth communication between recruiters and students. <p>2. Placement Operations Support</p> <ul style="list-style-type: none"> • Manage day-to-day placement activities. • Assist in organizing pre-placement talks and campus drives. • Track student applications and interview progress. • Ensure timely sharing of job opportunities with students. <p>3. Data & Documentation</p> <ul style="list-style-type: none"> • Maintain placement database (students, recruiters, offers). • Prepare reports on placement progress. • Update MIS and dashboards regularly. • Maintain records for audits and accreditation. <p>4. Student Support</p> <ul style="list-style-type: none"> • Assist students in application processes. • Help organize CV reviews and mock interviews. • Address student queries related to placements. • Support placement committee activities. <p>5. Employer Engagement Support</p> <ul style="list-style-type: none"> • Assist in organizing corporate events, guest lectures, and networking sessions. • Follow up with recruiters for feedback and future engagement. <p>Key Performance Indicators (KPIs):</p> <ul style="list-style-type: none"> • Number of companies coordinated. • Timeliness and accuracy of placement processes. • Student participation rate. • Data accuracy and reporting quality. • Recruiter satisfaction (operational support). 	
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<p>12</p>	<p>Counsellor / Tele-caller - Admissions Office</p>	<p><u>Admission Counsellor:</u></p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Counsel prospective students regarding programs, admission procedures, eligibility criteria, and career prospects. • Understand applicants’ academic background, career goals, and concerns to provide personalized guidance. • Handle inquiries through phone calls, emails, virtual platforms, and in-person meetings in a professional manner. • Maintain accurate records of all interactions, applications, and follow-ups using CRM systems or internal databases. • Proactively follow up with prospective candidates to support them through the admission process and improve conversions. • Build and maintain strong relationships with applicants to enhance trust and institutional reputation. • Coordinate with academic, admissions, and administrative teams to ensure a smooth admission experience. • Assist in organizing admission-related events such as webinars, campus visits, and information sessions. • Meet assigned counselling and enrollment targets in line with institutional goals. • Undertake domestic and inter-campus travel as required for admissions activities and outreach initiatives. <p><u>Admission TeleCaller :</u></p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Make outbound calls to prospective students from provided databases and generate interest in MBA/PGDM programs. • Handle inbound inquiries and provide accurate information about programs, admission procedures, eligibility criteria, and fee structure. • Qualify leads by understanding candidates’ educational background, career aspirations, and readiness for management programs. • Schedule appointments or connect prospective students with admission counsellors for detailed counselling sessions. 	<p><u>Admission Counsellor:</u></p> <p>Skills Required:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Strong interpersonal and counselling abilities. • Ability to clearly explain program details, admission processes, and career outcomes. • Good problem-solving skills and a student-centric approach. • Ability to influence and guide decisions in an ethical and professional manner. • Strong organizational skills with the ability to manage multiple applicants and follow-ups efficiently. • High level of patience, empathy, and professionalism while handling sensitive situations. • Proficiency in CRM tools, MS Office, and database management systems. <p>Educational Qualifications:</p> <ul style="list-style-type: none"> • Bachelor’s degree in any discipline (mandatory). • Master’s degree (preferred). <p>Experience Required:</p> <ul style="list-style-type: none"> • 1–3 years of experience in admissions counselling, student recruitment, or a related role (preferably in higher education or management institutes). • Prior experience in MBA/PGDM admissions or education counselling will be an added advantage. • Fresher’s with strong communication and interpersonal skills may also be considered for junior roles.
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13	Senior Software Engineer - Computer Center	<ul style="list-style-type: none"> • Develop, test, and maintain web applications using technologies such as PHP/Laravel/ Codeigniter, React, MySQL, JavaScript, HTML, and CSS for institutional portals and systems. • Design and optimize databases, write complex SQL queries, and develop reports for various institutional requirements. 	<ul style="list-style-type: none"> • B.Tech / M.Tech / MCA / MSc (Computer Science / IT) or equivalent. • 5–8 Y years’ experience in full stack development and cloud-native technologies.

		<ul style="list-style-type: none"> • Integrate third-party APIs and services (payment gateways, authentication systems, email/SMS gateways, etc.) with institutional applications. • Perform debugging, performance optimization, and code maintenance for existing software applications and websites. • Implement automation scripts, system integrations, and workflow-based applications to digitize institutional processes and improve efficiency. 	<p>Required Technical Skills</p> <ul style="list-style-type: none"> • Strong proficiency in PHP (Laravel Framework). • Advanced knowledge of MySQL / SQL Server. • Expertise in JavaScript, HTML5, CSS3, AJAX, jQuery. • Experience with RESTful APIs and third-party integrations. • Familiarity with version control systems (Git). • Knowledge of MVC architecture and OOP concepts. • Experience in performance optimization and debugging. • Understanding of web security practices (OWASP standards). <p>Key Competencies</p> <ul style="list-style-type: none"> • Strong analytical and problem-solving skills. • Ability to work independently and handle multiple projects. • Excellent communication and documentation skills. • Detail-oriented with a focus on quality. <p>Additional Requirements</p> <ul style="list-style-type: none"> • Experience in developing ERP/ Academic/ Institutional systems will be an advantage. • Ability to understand business requirements and translate them into technical solutions.
14	<p>Jr. Executive (Establishment & Approvals) - Academic Services Office</p>	<p>Role Overview: The Junior Executive – Establishment & Approvals is responsible for coordinating with government authorities, ensuring compliance with regulations, and obtaining necessary approvals for Organizations.</p>	<p>Required Skills:</p> <ul style="list-style-type: none"> • Good knowledge of government procedures and documentation. • Strong communication and coordination skills. • Attention to detail and record-keeping ability.

	<p>Key Responsibilities:</p> <p>1. Recruitment & Onboarding</p> <ul style="list-style-type: none"> • Support end-to-end recruitment: sourcing profiles, screening resumes, scheduling interviews. • Coordinate with candidates and interview panels. • Handle documentation and induction for new joiners. • Update and maintain recruitment trackers. <p>2. Employee Data & HR Operations</p> <ul style="list-style-type: none"> • Maintain employee records in HRMS and physical files. • Process letters: offer, appointment, confirmation, relieving, experience. • Manage attendance, leave, and time-office data. <p>3. Employee Engagement & Compliance</p> <ul style="list-style-type: none"> • Assist in organizing employee engagement activities, events, and training sessions. • Help with onboarding surveys and exit interviews. • Ensure compliance with HR policies and statutory requirements. • Support audits by preparing required documents. <p>4. General HR Support</p> <ul style="list-style-type: none"> • Address basic employee queries related to policies, leaves, reimbursements. • Coordinate with admin, finance, and other departments for HR processes. • Prepare MIS reports and HR dashboards as needed. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Assist in obtaining approvals from statutory government bodies. • Coordinate with regulatory bodies. • Prepare, submit, and track official documents and applications. • Maintain records of approvals and legal documents. • Ensure compliance with statutory requirements and organization policies. • Follow up regularly with departments for status updates on approvals. • Work with operations teams to gather required information. 	<ul style="list-style-type: none"> • Basic understanding of legal and compliance processes. • Proficiency in MS Office (Excel, Word). • Time management skills. • Ability to work with external authorities. <p>Qualifications and Experience:</p> <ul style="list-style-type: none"> • MBA/PGDM in HR or Bachelor's with relevant HR certification. • 1–2 years of experience in relevant field.
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		<ul style="list-style-type: none"> Assist senior officials in approval-related tasks. 	
15	Jr. Executive (Director's Office)	<p>Role Overview: Provide administrative and coordination support to the Director's office, ensuring smooth day-to-day functioning of the office.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> Manage calendar, meetings, and travel. Draft emails, reports, and meeting notes. Coordinate with internal teams and external stakeholders. Track action items and support events/visits. 	<ul style="list-style-type: none"> Graduate (MBA preferred). 1–2 years' experience. Strong communication and organizational skills. Proficient in MS Office, Teams. High discretion and multitasking ability.
16	Executive (Approvals & Rankings) - Academic Services Office	<p>Role Overview: The Executive (Approvals & Rankings) will be responsible for managing institutional approvals, accreditation processes, and ranking submissions. The role involves coordination with internal departments and external regulatory bodies to ensure timely compliance and accurate data reporting.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> Coordinate and manage approval and ranking processes with relevant authorities. Prepare and submit data for national and international ranking agencies. Maintain and update records related to approvals, compliance, and rankings. Liaise with internal stakeholders to collect required information and documentation. Ensure adherence to regulatory guidelines and deadlines. 	<ul style="list-style-type: none"> Bachelor's/Master's degree in a relevant field. 1–3 years of experience in compliance and ranking processes. Strong analytical and documentation skills. Proficiency in MS Office and data management. Good communication and coordination abilities.
17	Senior Manager (Accreditation) - IQAC Office	<p>Role Overview: The Senior Manager/Assistant General Manager (IQAC) will serve as the executive arm of the Internal Quality Assurance Cell (IQAC), responsible for operationalizing quality assurance strategies under the guidance of the Chair/Convener – IQAC. The role focuses on execution, coordination, and monitoring of accreditation, ranking, and continuous improvement initiatives aligned with frameworks such as National Board of Accreditation (NBA),</p>	<ul style="list-style-type: none"> Postgraduate degree in Management / Education / Relevant discipline. Minimum 10 years of experience in academic administration, accreditation, or quality assurance (preferably in a top ranked B-School/School/Department of Management of a Recognized University).

		<p>National Institutional Ranking Framework (NIRF), and global benchmarks including Financial Times Rankings and Times Higher Education Rankings.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Execution of Accreditation & Ranking Initiatives- Implement accreditation and ranking strategies formulated by the IQAC Committee by coordinating end-to-end processes for NBA, NIRF, and other accreditation/ranking frameworks. Manage internal and external stakeholders to ensure adherence to timelines, templates, and submission protocols. • Documentation & Record Management - Maintain comprehensive records of accreditation documents, audit reports, and compliance data, ensure version control, documentation standards, and audit trails are properly maintained. • Data Management & Institutional Reporting - Lead data collection, validation, and consolidation across departments, maintain a centralized data repository for accreditation and ranking purposes, Prepare draft reports (NIRF submissions, accreditation documents) for review by the Convener. • Operational Quality Assurance - Monitor quality benchmarks and frameworks into actionable processes, generate periodic dashboards and reports for review by IQAC committee. • Audit & Compliance Coordination -Plan and execute internal academic and administrative audits, Coordinate logistics and documentation for external peer reviews and accreditation visits (NBA, NIRF), Ensure compliance readiness as per guidelines issued by regulatory and ranking bodies. 	<p>Key Skills:</p> <ul style="list-style-type: none"> • Knowledge and experience in handling accreditation and ranking frameworks (NAAC, NBA, NIRF). • Strong analytical and data management skills. • Excellent communication and stakeholder management. • Proficiency in MS Excel, data dashboards, and reporting tools. • Attention to detail and documentation skills.
18	<p>Senior Executive (Accreditation) - IQAC Office</p>	<p>Role Overview:</p> <p>The Senior Executive – IQAC will play a key role in implementing and monitoring quality assurance and enhancement initiatives in alignment with regulatory frameworks such as NAAC, NBA, NIRF, and other accreditation bodies.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Collect, analyze, and validate institutional data for accreditation and ranking bodies such as NAAC, NBA, and NIRF. 	<ul style="list-style-type: none"> • Postgraduate degree in Management / Education / Relevant discipline. • Minimum 3–5 years of experience in academic administration, accreditation, or quality assurance (preferably in higher education). <p>Key Skills:</p> <ul style="list-style-type: none"> • Strong analytical and data management skills. • Excellent communication and coordination abilities. • Knowledge of accreditation frameworks (NAAC, NBA, NIRF, – desirable).

		<ul style="list-style-type: none"> • Prepare and maintain documentation for audits, accreditations, and compliance requirements. • Assist in the preparation and submission of AQAR (Annual Quality Assurance Report) and other regulatory reports. • Develop and monitor Key Performance Indicators (KPIs) for academic and administrative processes. • Conduct internal audits and facilitate external peer reviews. • Coordinate with departments for data collection, validation, and reporting. • Support in organizing academic and administrative audits, workshops, and quality-related events. • Maintain records related to institutional quality parameters. 	<ul style="list-style-type: none"> • Proficiency in MS Excel, data dashboards, and reporting tools. • Attention to detail and documentation skills. <p>Desirable Attributes:</p> <ul style="list-style-type: none"> • Experience in handling accreditation or ranking processes. • Familiarity with institutional audits and compliance systems. • Ability to work cross-functionally with academic and administrative teams.
19	Deputy Librarian - Library	<ul style="list-style-type: none"> • Assist in library policy formulation, planning, and modernization initiatives; • Manage e-resources, digital library platforms, and institutional repository; • Supervise cataloguing, circulation, acquisitions, and technical processing; • Lead research support services including plagiarism tools; • Handle budgeting, vendor negotiations, and licensing agreements; • Support accreditation processes (NBA/SAQS/AACSB/AICTE etc.); • Conduct user training and information literacy programs; • Supervise library staff and ensure service excellence. 	<ul style="list-style-type: none"> • A Master's Degree in Library Information Science/Documentation Science, with $\geq 55\%$ marks. • Evidence of innovative library services including integration of ICT in library; • Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or has been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be: <p>Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions, subject to the fulfilment of the following conditions: -</p>

			<ul style="list-style-type: none"> • The Ph.D. degree of the candidate has been awarded in the regular mode. • The Ph.D. thesis has been evaluated by at least two external examiners; • Open Ph.D. viva voce of the candidate has been conducted; • The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; • The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/ supported by the UGC/ ICSSR/ CSIR or any similar agency. <p>Desirable:</p> <ul style="list-style-type: none"> • Expertise in library automation systems i.e. Libsys10, Koha etc. • Experience in research support and academic engagement <p>Experience:</p> <p>Minimum 8-10 years work experience as an Assistant Librarian in a reputed leading business school/ research institute/ college/ university library.</p> <p>Age Limit : Preferably Below 50 Years</p>
20	Senior Library Assistant - Library	<ul style="list-style-type: none"> • Manage Circulation, Acquisition and Stock Verification; • Supervise in cataloguing, classification and database management; • Support e-resource access and digital library services; • Maintain periodicals, records and archives; • Assist users in accessing physical and digital resources; • Support library automation and RFID/barcode systems; 	<ul style="list-style-type: none"> • Graduate in Arts/ Science/ Commerce or any other equivalent discipline with 50% marks; • Master's Degree in Library & Information Science with at least 55% marks or its equivalent grade from any recognized Institution/ University;

		<ul style="list-style-type: none"> All other jobs as may be assigned from time to time. 	<ul style="list-style-type: none"> Course in computer application at Graduate or PG level or 6 months Computer course from a recognized institution. <p>Desirable:</p> <p>Work experience in latest Library Management Software, especially in Libsys10.</p> <p>Experience:</p> <ul style="list-style-type: none"> Minimum 3-5 years of relevant work experience in a reputed leading business school/ research institute/ college/ university library. <p>Age Limit : Preferably Below 35 Years</p>
21	<p>Head - Business Development</p>	<p>Role Overview:</p> <p>The Head – Business Development will be responsible for driving institutional growth, revenue generation, and industry engagement across Executive Education, Management Development Programmes (MDPs), Faculty Development Programmes (FDPs), and PGDM programmes for Working Professionals.</p> <p>The role requires building strategic corporate partnerships, enhancing programme visibility, increasing enrolments, and ensuring effective programme delivery and stakeholder engagement. The position will play a critical role in positioning FORE School of Management as a preferred partner for executive learning and professional education.</p> <p>Key Responsibilities:</p> <p>1. Corporate Outreach & Business Development</p> <ul style="list-style-type: none"> Develop and execute business development strategies to expand FORE’s presence across corporates, PSUs, and government bodies. 	<p>Key Skills & Competencies:</p> <ul style="list-style-type: none"> Strong business development and corporate relationship management Understanding of executive education and professional programmes Admissions and conversion strategy expertise Strategic thinking with revenue focus Excellent communication and stakeholder management skills Programme execution and coordination capabilities Marketing and outreach acumen Data-driven decision-making

		<ul style="list-style-type: none"> • Build and maintain relationships with HR Heads, L&D leaders, CXOs, and decision-makers. • Generate leads for Executive Education programmes and PGDM for Working Professionals. • Identify opportunities for customized corporate training and long-duration executive programmes. • Drive partnerships for sponsored candidates and corporate nominations. • Explore national and international collaborations for programme expansion. <p>2. Programme Marketing & Admissions Support</p> <ul style="list-style-type: none"> • Lead marketing and outreach initiatives for Executive Education and PGDM (Working Professionals). • Work with the marketing team on digital campaigns, LinkedIn outreach, corporate presentations, and branding initiatives. • Support admissions by engaging with prospective candidates, conducting information sessions, and converting leads. • Leverage alumni and corporate networks to increase programme visibility and enrolments. • Monitor lead conversion funnels and improve admission strategies. <p>3. Programme Management & Delivery</p> <ul style="list-style-type: none"> • Oversee planning and execution of MDPs, FDPs, certificate programmes, and PGDM modules for working professionals. • Coordinate with faculty for programme design and delivery. • Ensure seamless execution of programmes (online/offline/hybrid). • Maintain high standards of participant experience and programme quality. 	<p>Qualifications & Experience:</p> <ul style="list-style-type: none"> • MBA or equivalent (preferred) • 10–15 years of experience in business development, higher education, executive education, or corporate training • Experience in managing professional/working executive programmes preferred
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- Manage logistics, scheduling, and vendor coordination.
- 4. Student Relationship Management & Internal Coordination**
- Build strong relationships with participants and corporate clients.
 - Act as a key point of contact for working professionals enrolled in PGDM programmes.
 - Ensure smooth onboarding, engagement, and support throughout the programme lifecycle.
 - Gather feedback and ensure continuous improvement.
 - Coordinate across internal teams (faculty, admissions, marketing, accounts, IT, administration).
- 5. Strategy & Revenue Management**
- Develop annual business plans and revenue projections across Executive Education and PGDM (Working Professionals).
 - Monitor revenue, programme profitability, and cost structures.
 - Track key KPIs such as enrolments, corporate partnerships, and repeat clients.
 - Identify high-growth areas and scale programme offerings accordingly.
- 6. Innovation & Programme Development**
- Identify emerging areas such as AI, Analytics, ESG, Digital Transformation, and Leadership for new programmes.
 - Develop new programme formats (modular, hybrid, online, certification-based).
 - Collaborate with faculty and industry experts to design relevant offerings.
 - Benchmark with leading institutions to continuously upgrade offerings.

